



B. J. Walker, Commissioner
Gwendolyn B. Skinner, Division Director

Georgia Department of Human Resources • Division of Mental Health, Developmental Disabilities and Addictive Diseases
Two Peachtree Street, NW • Suite 22.224 • Atlanta, Georgia 30303-3171 • 404-657-7857

TRAINING ANNOUNCEMENT
Reporting & Investigating Incidents:
DMHDDAD Policy Update for FY07
Make-up Session

To: Regional Coordinators
Community Providers of MH, DD, and AD Services
Support Coordination Organizations

From: Patricia M. Clifford, Director, DMHDDAD Investigations Section

CC: Division Management Team

Date: September 21, 2006

The purpose of this memo is to announce one make up session regarding the Division's policies on Reporting and Investigating Incidents.

Title: Reporting & Investigating Incidents: DMHDDAD Policy Update for FY07

Description: In June and August 2005, the Division conducted a training entitled "New DMHDDAD Policies for Incident Reporting & Investigation". This training covered Policy 2.101, "**Reporting of Consumer Deaths and Critical Incidents**", and Policy 2.201, "**Investigating Consumer Deaths and Critical Incidents.**" This year's training is an update of these policies. The policy changes will go into effect October 1, 2006, and the policies are posted on the Division website at <http://mhddad.dhr.georgia.gov>.

Topics for this training include the following:

- Form revisions
- Revision of the list of incidents to be reported
- Review of the procedures for reporting incidents
- Review of changes in procedures for final reports on certain incident types

Audience: **All Community Provider Organizations that provide MH, DD, and/or AD Services are required to attend this training.** Also included are organizations providing Support Coordination. State and Regional Office staff are invited to attend.

Because of limited space for this makeup session, each provider is asked to have only one employee attend. Four (4) sessions of the training were already offered for community providers in September 2006. This session is offered as a "make-up" session for any organizations that did NOT attend in September.

Presenters: Staff from the Division's Investigations Section will present this training.

Date/Place: See below for the date and location for [this training](#).

Reporting & Investigating Incidents: DMHDDAD Policy Update for FY07			
Audience	City	DATE/TIME	Address and Directions to Locations
For Community Organizations (Make up session)	ATLANTA	October 4th, 2006 from 10:30-1:00	Assembly Room 1 Capitol Education Center 180 Central Ave. Atlanta, GA 30303 http://www.sos.state.ga.us/tours/map_directions.htm

Registration: The Registration Form is located on page 3. Please email your registration as soon as possible to RegistrationMHDDAD@dhr.state.ga.us or fax to (404) 463-4186.

Contact: For more information:

- About the registration process, contact Tracie Al'Belar, Training Coordinator, via email at RegistrationMHDDAD@dhr.state.ga.us or (404) 657-2291.
- About the content, contact Mary Holliday, Investigations Section, via email at melokey@dhr.state.ga.us or (404) 657-2109.



B. J. Walker, Commissioner
Gwendolyn B. Skinner, Division Director

Georgia Department of Human Resources • Division of Mental Health, Developmental Disabilities and Addictive Diseases
 Two Peachtree Street, NW • Suite 22.224 • Atlanta, Georgia 30303-3171 • 404-657-7857

Reporting & Investigating Incidents:
DMHDDAD Policy Update for FY07
Make-up Session

Name:

Job Title:

Full Name of Your Organization:

Telephone:

Fax:

Email address (please print): _____

Please indicate the MHDDAD Region(s) that your organization serves:

Region 1	Region 2	Region 3	
Region 4	Region 5	-----	
<u>Indicate Choice</u>	<u>City</u>	<u>Session is for</u>	<u>Date</u>
	ATLANTA	Community Organizations	October 4 th , 2006 from 10:30-1

Register for this training by faxing to (404) 463-4186 or emailing to
RegistrationMHDDAD@dhr.state.ga.us.

Please note limit of one registration per Community Provider.